




## POLICY AND PROCEDURE STATEMENT

SUBJECT	PAGE 1 OF 1	DATE EFFECTIVE		
APPEARANCE		JULY 1, 2018		
SECTION/POLICY NO.	APPROVED BY	SUPERSEDES		
5.11	 MAYOR	VOA V-K, DECEMBER 31, 2008		
PREPARED BY	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE	REVIEW DATE
VILLAGE ADMINISTRATOR			12/31/2017	
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST		
		WEBSITE, MAYOR, COUNCIL CLERK-TREASURER, AND VILLAGE EMPLOYEES		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. The Village of Ashville is committed having the Village of Ashville staff or those representing the village wear attire that is appropriate for their role.
- II. For Ashville employees the village chooses to communicate to residents that these employees are an employee of the Village of Ashville, the attire can be worn safely and/or provide for efficiency.

**PURPOSE:**

- I. To present a professional image of Ashville.

**PROCEDURE:**

1. The Department Head or designee reserves the right to prescribe appropriate dress and grooming, and to set standards which are in the best interests of the Village.
2. The Department Head or designee requires that an employee's clothing and overall appearance be appropriate, in good taste, and should present a favorable public image.
3. Clothing should be conducive to the safe and effective performance of required job duties.